

District of Columbia Salary Schedule: Comp Unit 1 & 2 (Union)



Fiscal Year: 2005 **Occupational Group(s):** Clerical Occupation Group - C1

Effective Date: January 9, 2005

Service Codes: A01, A02, A05, A79

Union/Nonunion: Union

Job Series: 00186 00189 00301 00303 00304 00305 00318 00322* 00326
00332 00335 00350 00356 00357 00392 00530 00544 00592*
00679 00998 01001 01087 01411 02005 02102 02151
*Grades 6 and below on this schedule, otherwise X01

Pay Plan Schedule (DS/WG): DS

% Increase: 3.5

Resolution Number: 15-459

Date of Resolution: 2/17/2004

Schedule ID: X03

Schedule Definition

Clerical and support occupations involve structured work in support of office, business, or fiscal operations. Clerical work is performed in accordance with established policies, procedures, or techniques; and requires training experience, or working knowledge related to the tasks to be performed.

Clerical work typically involves general office or program support duties such as preparing, receiving, reviewing and verifying documents; processing transactions; maintaining office records; locating and compiling data or information from files; keeping a calendar and informing others of deadlines and other important dates; and using keyboards to prepare typewritten material or to store or manipulate information for data processing use. The work requires a knowledge of an organization's rules, some degree of subject matter knowledge, and skill in carrying out clerical processes and procedures.

Grade	Step										Between Steps	
	1	2	3	4	5	6	7	8	9	10		
02	\$20,675	\$21,399	\$22,123	\$22,847	\$23,571	\$24,295	\$25,019	\$25,743	\$26,467	\$27,191	\$724	
03	\$22,533	\$23,315	\$24,097	\$24,879	\$25,661	\$26,443	\$27,225	\$28,007	\$28,789	\$29,571	\$782	
04	\$23,632	\$24,435	\$25,238	\$26,041	\$26,844	\$27,647	\$28,450	\$29,253	\$30,056	\$30,859	\$803	
05	\$25,558	\$26,448	\$27,338	\$28,228	\$29,118	\$30,008	\$30,898	\$31,788	\$32,678	\$33,568	\$890	
06	\$28,318	\$29,305	\$30,292	\$31,279	\$32,266	\$33,253	\$34,240	\$35,227	\$36,214	\$37,201	\$987	
07	\$31,381	\$32,471	\$33,561	\$34,651	\$35,741	\$36,831	\$37,921	\$39,011	\$40,101	\$41,191	\$1,090	
08	\$34,464	\$35,561	\$36,658	\$37,755	\$38,852	\$39,949	\$41,046	\$42,143	\$43,240	\$44,337	\$1,097	
09	\$37,903	\$39,115	\$40,327	\$41,539	\$42,751	\$43,963	\$45,175	\$46,387	\$47,599	\$48,811	\$1,212	
10	\$41,586	\$42,919	\$44,252	\$45,585	\$46,918	\$48,251	\$49,584	\$50,917	\$52,250	\$53,583	\$1,333	
11	\$45,670	\$47,138	\$48,606	\$50,074	\$51,542	\$53,010	\$54,478	\$55,946	\$57,414	\$58,882	\$1,468	
12	\$54,757	\$56,512	\$58,267	\$60,022	\$61,777	\$63,532	\$65,287	\$67,042	\$68,797	\$70,552	\$1,755	
13	\$65,103	\$67,191	\$69,279	\$71,367	\$73,455	\$75,543	\$77,631	\$79,719	\$81,807	\$83,895	\$2,088	
14	\$76,943	\$79,410	\$81,877	\$84,344	\$86,811	\$89,278	\$91,745	\$94,212	\$96,679	\$99,146	\$2,467	

Schedule Updated: 1/3/2005